



APAAC Employee Handbook

Arizona Prosecuting Attorneys' Advisory Council

*"Empowering Arizona's prosecutors
to administer justice and contribute to public
safety through training and advocacy."*

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL

Employee Handbook

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WELCOME TO ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL

Welcome to **Arizona Prosecuting Attorneys' Advisory Council ("APAAC")**. We wish you every success here! APAAC believes that each employee contributes directly to our organization's growth and success, and we hope you will take pride in being a member of our team!

This Handbook was developed to describe some of the expectations of our employees and to outline the policies and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with APAAC.

APAAC hopes that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Employee Acknowledgement Form

The Employee Handbook describes information about APAAC and I understand that I should consult the Executive Director regarding any questions not answered in the Handbook. I have entered into my employment relationship with APAAC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or APAAC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the APAAC policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the APAAC Council or its designee has the authority to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

I understand that if a policy or guideline is contrary to an external regulation (such as State Laws), we would follow the external regulation.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE RECEIVED: _____

Introductory Statement

The **ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL** will be referred to hereafter as "**APAAC**" in this Handbook. This Employee Handbook is designed to acquaint employees with the organization and to provide information about working conditions, employee benefits, and some of the policies affecting employment at APAAC. It is the responsibility of each employee to read, understand, and follow all provisions of this Handbook. It describes many of employee responsibilities and outlines the programs developed to benefit all employees. Please feel free to direct any questions concerning the policies and procedures described in this Handbook to the Executive Director or her/his designee.

Of course, no employee Handbook can anticipate every circumstance or question about policies. As the organization continues to grow and/or evolve, the need may arise and the APAAC Council or its designee reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time, as it deems appropriate, in its sole and absolute discretion. However, no changes are permitted to the employment-at-will policy, which permits either APAAC or any employee to end the employment relationship for any reason at any time. Employees will, of course, be notified of such changes to the Handbook as they occur; however, advance notice may not always be possible.

It is the responsibility of management and supervisors at all levels to administer the policies and guidelines in a fair and consistent manner. Deviation from the policies and/or guidelines set forth requires prior approval by the APAAC Council or its designee for review and approval or denial.

Should a policy or guideline be contrary to an external regulation (such as State Laws), we would follow the external regulation.

Chapter 1: About APAAC

APAAC began as the Arizona County Attorneys' Association, which was created in 1973. APAAC was then created by the Arizona Legislature in 1977. Although APAAC provides a variety of services to prosecutors, the primary mission of APAAC is to coordinate and provide training and education to prosecutors throughout Arizona. APAAC currently serves over 819 full-time state, county, and municipal prosecutors.

The Council is composed of twenty-three (23) members; including the attorney general, the fifteen (15) elected county attorneys, five (5) municipal prosecutors, a representative of the Supreme Court, and the dean of one of the state's law schools.

Funding and Operation

APAAC receives no state general fund revenues and depends on a continuing appropriation through the Criminal Justice Enhancement Fund (CJEF) as its source of funding. The Criminal Justice Enhancement Fund is derived from the surcharge on criminal and civil fines. This revenue source allows the "users" of the criminal justice system, rather than the taxpayer, to fund the necessary training and education of prosecutors.

As noted above, the primary mission of APAAC is to provide education and training to prosecutors, although APAAC, through its members, committees, and staff, provide a variety of other services to prosecutors that include:

- Providing legal research to prosecutors' offices on a daily basis
- Providing a clearing house of relevant national and local information for Arizona prosecutors
- Providing assistance to prosecutors' offices in the preparation of trial briefs, forms, and instructions
- Preparing positions on and comments to proposed rule changes from the Arizona Supreme Court
- Conducting research of interest and value to prosecuting attorneys and their staff
- Coordinating *amicus* briefs to the state appellate courts on issues of state-wide concern
- Maintaining liaison contact with agencies of all branches of government, including the state legislature

Chapter 2: Workplace Etiquette

We all need to work together to maintain a positive work environment where we treat each other with respect and courtesy.

Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. APAAC encourages its employees to keep an open mind and graciously accept constructive feedback or request(s) to change behavior that may be affecting another employee's ability to concentrate and be productive.

Tips to success:

- **Professionalism:** Set yourself apart from standard performers.
- **Attention to Detail:** Help everyone; make us look great. Always try to see our organization through the eyes of the community members we serve.
- **Consistency and Quality:** Never deviate from our standards.
- **Teamwork:** Teamwork is an automatic function. It means helping a fellow employee or the community members APAAC serves, without a second thought. It means cooperating and working together to the best of our ability, as a team. Individual efforts alone will not accomplish our goal.
- **Sense of Urgency:** Your priorities may change throughout a workday. Always remember who's most important: our community members. Let's be quick to satisfy the community members' needs. Remember, without our community members, we don't have a job to come to.
- **Great Working Conditions:** Treat everyone with respect and they will do the same for you. You will be treated professionally by all of your teammates and we would like to ask the same of you. It's a lot more fun to go to work in a happy environment.
- **Wear Different Hats:** The concept of teamwork is not limited to a certain job function. We all may be required to "wear a different hat," at times, to fill a void and get the job done correctly. Be aware of what is going on around you. Do not hesitate to assist a fellow employee or community members whenever you see the opportunity. You should never say, "That's not my job."
- Last but not least, a job is just that, unless **you help make it enjoyable!**

Chapter 3: Employment

Nature of Employment (Policy 100)

Effective Date: July 2016

This Handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this Handbook, for it will answer many common questions concerning employment with APAAC. However, this Handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor APAAC is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, APAAC reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this Handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the APAAC Council or its designee.

Equal Employment Opportunity (Policy 101)

Effective Date: July 2016

APAAC is committed to a policy of providing equal opportunity for all persons, without regard to race, color, age, gender, religion, national origin, marital status, physical or veteran status, disability, sexual orientation, genetic information or any other characteristic protected by law.

APAAC will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with a question or concern about any type of discrimination in the workplace is encouraged to bring the issue to the attention of the Executive Director or her/his designee. The information will be kept confidential to the extent possible. If the Executive Director or her/his designee fails to take appropriate action, then the employee may report the issue to the Chair of the APAAC Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective counseling, up to and including termination of employment.

Sexual and Other Unlawful Harassment (Policy 102)

Effective Date: July 2016

It is anticipated that employees will treat each other with courtesy and civility at all times, and harassment or intimidation of any form will not be tolerated. It is specifically unlawful and, therefore, strictly forbidden for any person to harass an employee based on gender, race, color, ancestry, national origin, religion, age, disability, genetic information, or any other legally protected characteristics.

APAAC is committed to maintaining a workplace free from harassment. It is expected that all interaction between co-workers, between members and employees, and between vendors and employees, will be conducted in a professional manner.

Harassment Defined:

- a) **Sexual harassment:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing up against another person. Sexual harassment may occur between members of the same or opposite gender.
- b) **Other harassment:** Other harassment consists of unwelcome comments or conduct having specific or reasonably implied references to race, color, national origin, religion, age, disability, or any other legally protected characteristic. Such harassment may include, without limitation, insulting comments, "kidding," "teasing," and "practical jokes," slurs, taunting, verbal abuse or epithets, degrading comments or jokes, jokes about certain traits, and insulting pictures, drawings, objects, cartoons, posters, pictures, or printed or other visual material.

Unlawful harassment occurs if:

- a) Submission to such conduct is made, whether explicitly or implicitly, as a term or condition of employment, or
- b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual, or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Procedures:

If any employee feels harassed on the basis of gender, race, color, national origin, religion, age, genetic information or disability, or is aware of or suspects the occurrence of harassment, or has any concern about harassment, the employee must immediately contact the Executive Director or the Chair of the APAAC Personnel Committee and report it. The employee is encouraged to report the matter in any manner (oral or written) that feels comfortable. It is helpful for the employee to directly inform the harasser that the conduct is unwelcome and must stop.

All complaints and concerns will be investigated promptly and thoroughly. Our organization cannot ignore any complaint, and cannot honor a request that nothing be done about a complaint. Such investigation shall be conducted, as much as possible, in confidence and in a manner designed to protect the privacy and rights of all concerned parties. Complaints will be treated as confidentially as possible, and only those persons deemed essential to the investigation or resolution of the matter will be involved.

If the complaint or concern is determined to be justified, the employee whose conduct is considered harassing or intimidating may be subject to appropriate disciplinary action, up to and including termination.

No employee shall experience any reprisal or retaliation for reporting harassment under this policy. APAAC will not retaliate, intimidate, or threaten any employee or any applicant for employment who reports a complaint of discrimination or harassment either to APAAC or to any public agency in good faith.

An employee also has the right to report allegations of discrimination or harassment to federal and state agencies charged with enforcing discrimination laws, such as the U.S. Equal Employment Opportunity Commission.

Political Activity (Policy 103)

Effective Date: July 2016

APAAC employees are prohibited from engaging in any partisan political activity beyond the private expression of personal opinion, registering as a member of a political party, the signing of nominating, initiative, referendum or recall petitions, and voting in any special, primary, or general election.

Employment of Minors (Policy 104)

Effective Date: July 2016

APAAC is committed to following all applicable state and federal laws and child labor law provisions regarding employment of minors under the age of 18 years. Minors could be hired on the basis of the skills, appearance, and maturity they possess that are necessary to perform the job. A minor cannot begin working before a proper work permit is on file with management.

Immigration Law Compliance (Policy 105)

Effective Date: July 2016

APAAC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with APAAC within the past three years or if their previous I-9 is no longer retained or valid. APAAC complies with e-Verify requirements.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director or her/his designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Business Ethics and Conduct (Policy 106)

Effective Date: July 2016

The successful business operation and reputation of APAAC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of APAAC is dependent upon our members' trust, and APAAC is dedicated to preserving that trust. Employees owe a duty to APAAC, its members, and each other to act in a way that will merit continued trust and confidence.

APAAC will comply with all applicable laws and regulations and expects its management and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide an employee with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Executive Director or her/his designee for advice and consultation.

Compliance with this policy is the responsibility of all employees.

Confidentiality and Non-Disclosure (Policy 107)

Effective Date: July 2016

"Confidential Information" means all nonpublic Council Member information, information related to any aspect of APAAC which is proprietary information of

APAAC, whether of a technical nature, or otherwise. Such Confidential Information includes, but is not limited to, personal information of Council members. Confidential Information remains so whether it is the property of APAAC, our members, affiliates or vendors. An employee may be required to sign a Confidentiality and Non-Disclosure Agreement as a condition of employment.

Employees understand and acknowledge that they will have access to and be entrusted with Confidential Information in the course of their employment, and that our organization's operations would be irreparably harmed if such Confidential Information were disclosed to, or used by, persons outside the organization if not considered public record. Employees acknowledge and agree that the right to maintain the absolute confidentiality of APAAC's Confidential Information is a proprietary right that APAAC desires and is entitled to protect.

Employees agree to keep all APAAC Confidential Information in confidence and will not disclose, use, copy, publish, summarize, or remove from the premises of APAAC any Confidential Information, except as necessary to carry out their assigned responsibilities as an APAAC employee and, after termination of their employment, only as specifically authorized in writing by the Executive Director or her/his designee of APAAC. Further, employees of APAAC acknowledge Council members may provide personal information with the expectation that it will be kept confidential and used only by authorized persons as necessary.

Employees agree to keep confidential the proprietary information of members, vendors, consultants, and other parties with which APAAC does business. Employees will honor, and comply and act in accordance with, the terms and conditions of any and every agreement entered into by APAAC whereby APAAC has agreed to keep confidential the proprietary information of others.

If an employee improperly uses or discloses trade secrets or confidential business information, the employee may be subject to corrective counseling, up to and including termination of employment and legal action, even if the employee does not actually benefit from disclosure of the information. If an employee believes a violation of confidentiality, as described above, has occurred, report the alleged act immediately to the Executive Director or Chair of the APAAC Personnel Committee, who will initiate a review of the matter.

Chapter 4: Employment Status and Records

Employment Categories (Policy 200)

Effective Date: July 2016

By clarifying the definition of employment classifications below, APAAC hopes that the employee will better understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and APAAC.

The employee will be designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. If the employee is classified as NON-EXEMPT, he/she may receive overtime pay under the specific provisions of federal and state laws. If the employee is classified as EXEMPT, he/she is excluded from specific provisions of federal and state wage and hour laws. EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the Executive Director or her/his designee.

In addition to the above categories, the employee will belong to one other employment category:

REGULAR FULL-TIME (RFT) employees are those who are regularly scheduled to work APAAC's full-time schedule (i.e., 37 to 40 hours per week).

REGULAR PART-TIME (RPT) employees are those who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week.

TEMPORARY (TEMP) employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period, generally not to exceed 6 months, does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

OCCASIONAL (OCC) employees are those who are scheduled to work for projects, as needed.

INTERN/EXTERN employees are scheduled to work in conjunction with their academic commitments. Interns are paid on an hourly basis, whereas externs work for course credit from their educational institution.

Employment Applications (Policy 201)

Effective Date: July 2016

APAAC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Access to Personnel Files (Policy 202)

Effective Date: July 2016

APAAC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of APAAC, and access to the information they contain is restricted. Generally, only the Executive Director or her/his designee and management personnel who have a legitimate reason to review information in a file are allowed to do so.

If an employee wishes to review her/his own file, the employee should contact the Executive Director or her/his designee. With reasonable advance notice, an employee may review her/his own personnel file in APAAC's office and in the presence of an individual appointed by APAAC to maintain the files.

An employee's I-9 and benefits information are maintained in separate files, and only those individuals with a need to know may access those files.

Personnel Data Changes (Policy 203)

Effective Date: July 2016

It is the responsibility of each employee to promptly notify APAAC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Executive Director or her/his designee.

Employee Relations (Policy 204)

Effective Date: July 2016

Our experience has shown that when employees deal openly and directly with the Executive Director, the work environment can be excellent, communications can be clear, and attitudes can be positive. APAAC will respond to an employee's concern in a confidential manner. If an employee has concerns about work conditions or compensation, he/she is strongly encouraged to voice these concerns openly and directly to the Executive Director.

Performance Evaluation (Policy 205)

Effective Date: July 2016

Formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify improvement areas, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Receiving a performance review does not necessarily mean there is an increase in pay.

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Chapter 5: Employment Benefits

Employee Benefits (Policy 300)

Effective Date: July 2016

Eligible employees are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including an employee's classification. Details of many of these programs can be found elsewhere in the employee handbook, in separate booklets (such as a Summary Plan Description), or in handouts.

The following benefit programs are available to eligible employees:

- Annual Leave
- ASRS Supplemental Retirement Savings Plan
- Bereavement Leave
- Deferred Compensation
- Direct Deposit (strongly encouraged)
- Education Seminars and Workshops
- Health Insurance (Medical, Dental and Vision)
- Holidays
- Jury Duty Leave
- Leaves of Absence (medical, personal, military)
- Sick Leave
- State Retirement
- Time Off to Vote
- Witness Duty
- Workers' Compensation

Some benefit programs require contributions from employees, while some are fully paid by APAAC. Some benefit programs require an employee to complete a form for enrollment, while others are "automatic."

Annual Leave (Policy 301)

Effective Date: July 2016

Overview

Regular full-time employees are eligible for Annual Leave as part of APAAC's employee benefits package, which provides leave time for vacations, personal business, and holidays not observed by the organization.

Accrual

Annual Leave accrues according to the schedule below:

- For the first five (5) years of continuous service, an employee will accrue Annual Leave at the rate of 1.25 days per month for a maximum of 120 hours (or 15 days) per calendar year.
- Upon completion of five (5) calendar years of continuous service, an employee will accrue Annual Leave at a rate of 1.67 days per month for a maximum of 160 hours (or 20 days) per calendar year.
- Upon completion of ten (10) calendar years of continuous service, an employee will accrue Annual Leave at a rate of 2.08 days per month for a maximum of 200 hours (or 25 days) per calendar year.
- Annual leave will accrue during any approved leave of absence with pay, but does not accrue during any leave of absence without pay which exceeds one month.

Use of Annual Leave

There is no waiting period for Annual Leave. Furthermore, Annual Leave may be used in minimum increments of 1 hour. If an employee has an unexpected need to be absent from work, the Executive Director or her/his designee should be notified before the scheduled start of the employee's workday, if possible.

To schedule planned Annual Leave, an employee should request advance approval from the Executive Director or her/his designee. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Paid Annual Leave

Annual Leave is paid at current base pay rate at the time of absence. It does not include overtime or any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for Annual Leave, an employee on an extended absence for illness or injury must apply for any other available compensation and benefits, such as workers' compensation. Annual Leave will be used to supplement any payments that an employee may be eligible to receive from workers' compensation. The combination of any such disability payments and Annual Leave may not exceed an employee's normal weekly earnings.

Accrual Limits

An employee may not accumulate more than 240 hours (or 30 days) of Annual Leave in one calendar year. Any accruals in excess of 240 hours at the end of the calendar year will be forfeited. It is an employee's responsibility to monitor their accrual balances and request Annual Leave in order to protect against the loss of accruals.

Termination

At the time of an employee's voluntary termination with two weeks' notice, and upon successful completion (including attendance) of the final two weeks, an employee shall be paid for their earned but unused balance of Annual Leave at the current rate of pay. The unused balance will not be paid, however, to an employee who is involuntarily terminated and/or fails to give two weeks' notice and/or fails to complete the final two weeks.

Bereavement (Policy 302)

Effective Date: July 2016

Regular full-time employees who need to take time off due to the death of an immediate family member should notify the Executive Director or her/his designee immediately. APAAC defines "immediate family" as the employee's spouse or significant other, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Proof may be required.

Paid bereavement leave will be provided up to 3 days for in-state and up to 5 days for out-of-state by utilizing an employee's sick leave.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives or bonuses. Paid bereavement will not be provided in excess of the amounts shown above. If an employee needs additional time, he/she may use accrued Annual Leave or he/she may request an unpaid personal leave of absence.

Health Insurance (Medical and Dental) (Policy 303)

Effective Date: July 2016

Regular full-time employees are eligible to participate in APAAC's health insurance plan, which provides access to medical and dental insurance benefits.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between APAAC and the insurance carrier(s). Details of the health insurance plan are described in the Summary Plan Description(s) (SPD). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Executive Director or her/his designee for more information about health insurance benefits.

Holidays (Policy 304)

Effective Date: July 2016

APAAC will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Civil Rights Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)

- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (Friday after Thanksgiving)
- Christmas Eve (December 24) (Close Early)
- Christmas (December 25)
- New Year's Eve (December 31) (Close Early)

APAAC will grant paid holiday time off to all regular full-time employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours according to their classification (8 hours for regular full-time employees).

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday unless the time off was approved thirty (30) days in advance.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Jury Duty (Policy 305)
Effective Date: July 2016

APAAC encourages employees to fulfill their civic responsibilities by serving jury duty when required. APAAC will pay an employee while on leave for jury duty.

Employees must show a jury duty summons to the Executive Director or her/his designee as soon as possible to accommodate arrangements for the absence. Employees are expected to report for work, of course, whenever the court schedule permits.

APAAC may request an excuse from jury duty on behalf of an employee if, in APAAC's judgment, the employee's absence would create serious operational difficulties; however, APAAC will abide by the court's final decision. APAAC will continue to provide health insurance benefits for eligible employees during the full term of the jury duty absence. Annual Leave and holiday benefits will continue to accrue during jury duty leave.

Sick Leave (Policy 306)

Effective Date: July 2016

Overview

Regular full-time employees are eligible for Sick Leave, which includes any approved period of absence with pay for an employee for under the following purposes:

- Illness or injury
- Medical or dental care
- Exposure to contagious disease and possible endangering of others
- Critical illness of a member of employee's immediate family which requires the presence of employee for assistance or care (up to 3 days)

Accrual

Sick Leave accrues according to the schedule below:

- Five hours for each completed pay period up to a maximum of 120 hours (or 15 days) in one calendar year
- Sick Leave will accrue during any approved leave of absence with pay, but will not accrue during any leave of absence without pay in excess of one month

Use of Sick Leave

The Executive Director or her/his designee shall be contacted via telephone or email as soon as possible on the day Sick Leave is taken. If the absence is for three or more days, employee shall provide a physician's statement upon return indicating the employee may return to work without restrictions.

Termination

Upon termination (voluntary or involuntary), all accrued Sick Leave credits are forfeited. If the employee is retiring, up to 160 hours of unused Sick Leave shall be paid at the current rate.

Time Off to Vote (Policy 307)

Effective Date: July 2016

APAAC encourages all employees to fulfill their civic responsibilities by participating in elections. Generally, an employee should be able to find time to vote either before or after her/his regular work schedule. If an employee is unable to vote in an election during non-working hours, APAAC will grant up to 2 hours of paid time off to vote upon request at least two working days prior to the Election Day; and said time off shall be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. As a reminder, any qualified voter in Arizona may vote by early ballot. In addition, Arizona provides for voting via mail-in ballot.

Witness Duty (Policy 308)**Effective Date: July 2016**

APAAC employees are encouraged to appear in court for witness duty when subpoenaed to do so. If an employee has been subpoenaed or otherwise requested to testify as a witness on behalf of APAAC, he/she will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than APAAC. Employees are free to use any available paid leave benefit (such as Annual Leave) to receive compensation for the period of this absence. The subpoena shall be provided to the Executive Director or her/his designee immediately after it is received to accommodate arrangements for the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Worker's Compensation Insurance (Policy 309)**Effective Date: July 2016**

APAAC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the Executive Director or her/his designee immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Chapter 6: Payroll

Paydays (Policy 400)

Effective Date: July 2016

APAAC pays all employees on a bi-monthly basis (24 pay periods). The workweek is defined as Sunday (midnight) through Saturday (11:59 pm). Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly-scheduled payday. If a regular payday falls during an employee's vacation, the paycheck will be available upon return from vacation. All employees may have pay directly deposited into a designated bank account(s), if written authorization to do so is provided by the employee in advance. When a direct deposit is made, APAAC will provide the employee with an itemized statement of wages

Normal Office Hours (Policy 401)

Effective Date: July 2016

APAAC has set business hours, Monday through Friday, from 8:30 a.m. to 5:00 p.m. All employees are given one hour for lunch. Individual work hours will generally follow this policy; however, schedules may change as needed depending upon activities. Regular full-time employees are eligible for compensatory time on a hour-for-hour basis for those hours worked in excess of 40 during any given work week, with prior approval of the Executive Director or her/his designee. Employees requesting leave time must complete a leave of absence slip in advance. Unplanned leave requires a telephone call to the Executive Director or her/his designee as soon as possible.

Pay Deductions, Setoffs, and Calculations (Policy 402)

Effective Date: July 2016

The law requires that APAAC make certain deductions from every employee's compensation. Along with applicable federal, state, and local income taxes, APAAC must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." APAAC matches or pays a percentage of the amount of Social Security taxes paid by each employee.

APAAC may from time-to-time offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize (in writing) deductions from their paychecks to cover costs of participation in these programs.

Pay setoffs are pay deductions taken by APAAC usually to help pay off a debt or obligation to APAAC or others. Examples include child support, garnishment, etc. APAAC must comply with any governmental request according to written documents.

APAAC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid on the scheduled payday. In the unlikely event that there is an error in the amount of pay or a question about a deduction, please contact the Executive Director or her/his designee for clarification.

Exempt Employees – Payment of Salary (Policy 403)

Effective Date: July 2016

Employees in positions that are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) are classified as “Exempt” salaried employees. If an employee is classified as Exempt, the employee will receive a weekly salary regardless of the number of days or hours worked during the work week, as defined below:

- Reduction will not be made from an employee’s salary for absences caused by the operating requirements of the business, if the employee is ready, willing and able to work.
- Reduction in salary will not be made when an employee is absent for jury duty, at the direction of management (such as to give an employee time off work to rest after having worked extended hours for a prolonged period of time), or to serve as a witness at a trial.
- An employee will receive their full salary for absences necessary to conduct personal business that must be attended to during normal work hours, such as doctor and dentist appointments. It is necessary for exempt employees to cover personal business with Annual or Sick Leave hours. However, the Executive Director or her/his designee must approve time off work in advance. It is an employee’s responsibility to be sensitive to business needs when scheduling absences for personal business, and these should be kept to a minimum.
- Once eligible, Annual Leave must be applied to cover whole-day, vacation-related absences, even if taken in days less than one week.

Exceptions to payment of full salary for Exempt employees include:

- Hiring or termination – If an employee works less than a full week during their first or last week of employment, the employee will receive reduced salary for that week, which will be prorated based on the number of days worked during the pay period.
- Leaves of Absences – After all Sick Leave and Annual Leave credits are used, the leave of absence will be unpaid.

Administrative Leave of Absence – To be unpaid, disciplinary suspensions for exempt salaried employees must be for one full workweek, beginning on the first day of the workweek. Full salary will be paid for disciplinary suspensions of shorter or longer periods of time if not in full workweek increments. Administrative leaves must be reviewed and approved by the Executive Director. It is APAAC’s policy to comply with these salary basis requirements. Therefore, APAAC prohibits all managers from making any improper deductions from the salaries of Exempt employees. APAAC wants

employees to be aware of this policy and know that the APAAC does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to the Executive Director. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be reimbursed for any improper deduction made.

Timekeeping of Hourly Workers (Policy 404)

Effective Date: July 2016

It is the responsibility of hourly workers and those accruing compensatory time to keep accurate records. Federal and state laws require APAAC to keep an accurate record of “time worked” in order to calculate pay and benefits. “Time worked” is all time actually spent on the job performing assignments.

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Chapter 7: Leaves of Absence

Medical Leave (non-FMLA) (Policy 500)

Effective Date: July 2016

APAAC shall provide medical leaves of absence without pay to regular full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include “in care” in a hospital, hospice, or residential medical care facility; continuing treatment by a healthcare provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time employees shall make a request for medical leave to the Executive Director at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. A healthcare provider’s statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Executive Director. When returning from medical leave, the employee must submit a healthcare provider’s verification of fitness to return to work.

Regular full-time employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks within any twelve (12) month period. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. The employee will be required to first use any available Sick Leave and Annual Leave hours before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Benefit accruals, such as Annual Leave accruals and holiday benefits, cease during the approved medical leave period once it is in an unpaid status.

To accommodate arrangements for the return to work, APAAC requests that the returning employee provide at least five (5) days advance notice of their return to work date from medical leave. When returning from a medical leave, a written physician’s statement is required verifying the date that work may be resumed and any restrictions necessary (if any) on work activities or hours.

If it becomes necessary to extend any medical leave beyond the return date originally approved, Regular full-time employees may request an extension. To do so, the extension request shall be submitted in writing at least five (5) days prior to the original return date. The request must indicate the reason for the extension, the new return date, and, if applicable, a physician’s statement as required for all medical leaves. The request will be reviewed by APAAC and the employee notified if it has been approved or denied.

When medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. However, APAAC cannot guarantee reinstatement in the same or a different position.

If the employee returning from medical leave fails to return to work on the agreed-upon return date, APAAC will assume that the employee has resigned. If an employee accepts other employment or goes into business while on a leave of absence from APAAC, it will be considered a voluntary resignation from employment with APAAC as of the day on which the leave of absence began.

Personal Leave (Policy 501)

Effective Date: July 2016

After one year of service, APAAC may provide leaves of absence without pay to regular full-time employees who wish to take time off from work duties to fulfill personal obligations in extreme circumstances.

As soon as an eligible employee becomes aware of the need for a personal leave of absence, the employee must submit a written request to the Executive Director.

Personal leave may be granted for a period of up to 10 days per every two (2) years from date of last personal leave of absence. Regular full-time employees are required to use any available Annual Leave hours before requesting an unpaid personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including reason for the request, anticipated work load requirements and staffing considerations, during the proposed period of absence. Benefit accruals will not continue during the leave.

When approved personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, APAAC cannot guarantee reinstatement in all cases.

If the employee fails to report to work promptly at the expiration of the approved leave period, APAAC will assume that the employee has voluntarily resigned.

Employees who have been employed less than one (1) year or require additional time must submit a written request directly to the Executive Director for review and consideration.

Military Leave (Generally Unpaid) (Policy 502)

Effective Date: July 2016

A military leave of absence will be granted to you if you need to be absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is

otherwise impossible or unreasonable. The leave will be unpaid. However, you may use any available Annual Leave (if applicable to your position) for the absence. Benefit accruals, such as Annual Leave, will be suspended during the leave and will resume upon your return to active employment. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. If you are returning from military leave, you will be placed in the position you would have attained had you remained continuously employed or in a comparable position depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed for purposes of determining benefits based on length of service. Contact the Executive Director or his/her designee for more information or questions about military leave.

Annual Reserve/Guard Training (Generally Unpaid) (Policy 503)

Effective Date: July 2016

Employees will be granted time off to attend scheduled training programs for the reserve/guard unit to which they are assigned. This policy applies only to annual reserve/guard training, not to initial training upon entering the military. Absence for annual training purposes will not be charged to the employee's Annual Leave account unless the employee voluntarily chooses to do so. Benefits, such as medical, dental, etc., will remain in force while on leave of absence for annual training. The employee must provide a copy of his/her military orders.

Chapter 8: Employee Conduct and Corrective Counseling

Employee Conduct and Work Rules (Policy 600)

Effective Date: July 2016

APAAC expects all employees to observe the highest standards of professionalism at all times, comply with all laws applicable to our business wherever conducted and treat others (members, suppliers, and co-workers) with dignity and respect. Unsatisfactory performance, work habits, overall behavior, conduct, or demeanor; violation of APAAC policies, procedures, or guidelines; or any other behaviors conducted deemed inappropriate by management, may result in corrective counseling, up to and including termination of employment.

Problem Resolution (Policy 601)

Effective Date: July 2016

APAAC is committed to providing the best possible working conditions. An open and frank atmosphere is encouraged, in which any problem, complaint, suggestion, or question will receive a timely response. APAAC strives to ensure fair and honest treatment of everyone. All employees are expected to treat each other with mutual respect and to offer positive reinforcement and, where necessary, constructive criticism.

If an employee disagrees with the established rules of conduct, policies, or procedures, the employee should express those concerns to the Executive Director or her/his designee. No one will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner.

If an employee believes that a condition of employment or a decision affecting the employee is unjust or inequitable, he/she is encouraged to speak with the Executive Director or her/his designee to discuss the issue. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of problems can APAAC employees develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Employment Termination (Policy 602)

Effective Date: July 2016

Each employee's relationship with APAAC will inevitably terminate, whether voluntarily (resignation/retirement) or involuntarily (discharge). Because APAAC employment is at-will, either party retains the right to terminate, with or without cause, at any time.

In such an event, final payment of all salary, accrued and/or vested benefits and Annual Leave will be paid in accordance with state law, presuming the successful

completion of a two-week notice period. APAAC may choose to continue certain benefits and, if so, will notify the employee in writing of the details.

Attendance / Tardiness (Policy 603)

Effective Date: July 2016

Punctuality and regular attendance are vital to the smooth operation of APAAC, as it affects service and morale, and places an unfair burden on co-workers. Occasionally things do come up that prohibit timely reporting to the work place, such as traffic issues; however, in such an event, the Executive Director shall be notified as promptly as it is possible to safely do so. As noted, any absence shall be prearranged. Emergency absences shall be reported to the Executive Director as soon as possible each day of the absence. Three consecutive days of unreported absence are considered voluntary termination. Failure to notify may subject the offender to corrective action up to and including termination, if deemed appropriate by the Executive Director.

Drug and Alcohol Use (Policy 604)

Effective Date: July 2016

APAAC employees are subject to this Drug and Alcohol Use policy:

Employees shall be free from the effects of drugs and alcohol during work hours. APAAC reserves the right to conduct unannounced, random searches of APAAC property, including desks and cabinets. Alcohol or controlled or illegal substances are absolutely prohibited on the APAAC premises.

Use of Medical Marijuana (Policy 604a)

Effective Date: July 2016

APAAC will not discriminate against an employee in hiring, termination, or imposing any term or condition of employment, or otherwise penalize an employee based solely on the fact that the employee has been determined to be a qualified member with a “debilitating medical condition” and is issued a medical marijuana identification card by the Arizona Department of Health.

Consistent with Arizona law, however, an employee is prohibited from (1) ingesting or consuming legally prescribed medical marijuana in any form while on APAAC Office/Customer premises; (2) ingesting or consuming legally prescribed medical marijuana in any form while conducting business-related activities off APAAC premises, or (3) working while under the influence of legally prescribed medical marijuana.

APAAC will not discipline an employee solely because the employee tests positive for marijuana components or metabolites. APAAC will take disciplinary action against an employee in the event that APAAC has a good-faith belief that an employee has violated this Policy.

APAAC's workplace includes both the office and the office's parking lot. It also includes conducting APAAC business at locations away from APAAC (such as, training facilities, etc.).

APAAC is not required to allow the use of medical marijuana in the workplace, or allow one under the influence of any prescribed or recommended medication to work while under the influence of that medication, if to do so would impact the ability to adequately perform all job functions. In the event that APAAC determines that an employee is under the influence of drugs of any kind to the degree that performance is impaired, arrangements will be made to ensure the employee is safely sent home and may be placed on sick leave and/or an unpaid leave of absence.

Medical marijuana cardholders shall inform the Executive Director of that status and complete the appropriate form which will be held in confidence in the employee's file. Prospective employees are required to notify the Executive Director of cardholder status only after a conditional offer of employment; and APAAC shall not discriminate in its hiring decision based solely upon that status.

Computer / E-mail / Internet (Policy 605)

Effective Date: July 2016

Computers, computer files, the e-mail system, internet access, and software furnished to employees are APAAC property intended for business use. To ensure compliance with the following policies, computer and email usage may be monitored.

Use of Computer System – The computer system is the property of APAAC and may be used only for authorized business purposes. Users are permitted access to the computer system to assist them in the performance of their jobs. All employees have the responsibility to use computer resources in a professional, ethical, and lawful manner. Use of the computer system is a privilege that may be revoked at any time.

Monitoring – APAAC may routinely monitor all aspects of its computer network and systems, including, but not limited to, monitoring sites visited by users on the internet, monitoring chat groups and newsgroups, reviewing material downloaded or uploaded by users to or from the internet, reviewing email sent and received by users, and reviewing electronic documents stored on APAAC's computer system.

Prohibited Uses – APAAC's computer system may not be used for dissemination or storage of commercial or personal advertisements, solicitations or promotions without prior written permission from the Executive Director or her/his designee. In any event, the computer system may never be used for the creation, storage, or dissemination of destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized purposes. APAAC strictly prohibits transmitting, downloading, or receiving offensive material on the organization's computer system.

Offensive material includes, but is not limited to, pornography or other material of a sexual nature, hate literature, racial, sexual or other offensive jokes, cartoons, or comments, or any other material which violates the organization's policies. Any such transmission or receipt constitutes a violation of APAAC's anti-harassment and non-discrimination policies. Employees who become aware of any prohibited use of the computer system must immediately report it to the Executive Director or her/his designee.

Computer Security – Employees may not attempt to circumvent APAAC's data protection measures to uncover security loopholes or bugs. Employees may not gain or attempt to gain unauthorized access to restricted areas or files on the network. Documents created during the employee's association with APAAC will remain the property of the organization. Any document encrypted with a password or otherwise may be unencrypted and made openly viewable at the sole discretion of APAAC. Employees who become aware of any unauthorized access or access attempt to APAAC's computer system must immediately report it to the Executive Director or her/his designee.

Password Responsibility – Employees are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Employees are responsible for all transactions made using their password. No employee may access the computer system using another employee's password or account. Employees may not disguise their identity while using the computer system.

Software Copyright and Licensing – The software on APAAC's computer system was purchased under a license agreement or is protected by federal copyright law. These licenses or copyrights restrict the copying and, in some cases, the manner in which the software may be used. Each employee who receives OEM copyrighted software must ensure that it is used only in accordance with the applicable license agreement. Software not provided by APAAC may not be used on the APAAC network, PC's attached to the network, or on any PC owned, leased or provided by the organization without proper authorization. Employees, who make, acquire, utilize, or distribute unauthorized copies of computer software, or otherwise violate this policy, should anticipate corrective counseling, up to and including termination of employment.

Email Usage – Employees should never consider electronic communications to be either private or secure. Email may potentially be stored indefinitely on any number of computers, in addition to that of the recipient. Copies of an employee's messages, in addition to those of the recipient, may be forwarded to others either electronically or on paper. In addition, email sent to nonexistent or incorrect user names may be delivered to persons that were

not intended. APAAC reserves the right to access and disclose the contents of electronic mail messages at any time and for any purpose. Accordingly, because users have no privacy rights in any electronic mail, messages of a personal nature should not be communicated by electronic mail.

Email Prohibited Usage – Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication or displayed on or stored on APAAC's computer system. Employees encountering or receiving this kind of material should immediately report the incident to the Executive Director or her/his designee. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Internet Usage – Internet browsing capabilities are provided to those whose job responsibilities require internet access. Always keep in mind that email and the internet are public methods of communication. When an employee sends information via email or makes it available on the internet, there is always a possibility that the information will be viewed by unauthorized individuals. Never send confidential, proprietary, or trade secret information without first obtaining authorization from the Executive Director or her/his designee. This type of information is a valuable asset of the organization and all employees must make sure that it is protected from unauthorized disclosure. An employee should notify the Executive Director or her/his designee upon learning of violations of this policy.

Internet Prohibited Usage – All internet usage is limited to job-related activities. Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to anyone. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after compression.

Abuse of the internet access provided by APAAC in violation of law or organization policies will result in corrective counseling, up to and including termination of employment. An employee may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and may result in corrective counseling:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization

- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of APAAC
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Accessing sites whose content violates other HR policies
- Accessing non-APAAC business-related websites
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Engaging in any other illegal activities

Social Media Guidelines (Policy 606)

Effective Date: July 2016

At APAAC, we understand that social media can be a fun and rewarding way to share your life and opinions, with family and friends. However, employees' use of social media can pose risks to the APAAC's confidential and proprietary information, reputation and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws. To minimize these business and legal risks, APAAC expects all employees to adhere to the following guidelines and rules regarding social media use.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to Facebook, LinkedIn, Twitter, Pinterest, MySpace, Wikipedia, YouTube, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo, Instagram, Snapchat, Tumblr, blogs, journals, chat rooms, and wikis.

Know and follow the rules: All of APAAC's other policies, including but not limited to, APAAC's Business Ethics and Conduct Policy, the Computer / E-mail / Internet Policy, the Confidentiality and Non-Disclosure Policy and the Sexual and Other Unlawful Harassment Policy that might apply to social media use remain in full force and effect. Carefully read these guidelines. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

Do not post statements, photographs, video, or audio that is malicious, obscene, threatening or intimidating or that might constitute unlawful harassment or discrimination. Examples of such conduct might include ethnic slurs, sexist comments, discriminatory comments, or information that is maliciously false.

Be honest and accurate: Make sure you are honest and accurate when posting information, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about APAAC, management, fellow employees, members, suppliers, or people working on behalf of APAAC.

Protect Intellectual Property and Confidential Information

It is never acceptable to post any of APAAC's "Confidential Information" on social media. Confidential Information includes trade secrets; business plans; revenues; research and development draft legislative information; marketing information; information relating to current or potential business opportunities; and other, similar kinds of information. If you have questions regarding whether certain information is confidential, please contact the Executive Director.

Using social media at work: Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the Executive Director or designee consistent with the Computer and E-mail Policy and Internet Policy.

No Expectation of Privacy

All contents of APAAC's IT resources and communications systems are the property of the organization. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the organization's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, and maintain production and discipline, APAAC reserves the right to monitor, intercept and review, without further notice, every employee's activities using the company's IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The organization also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice as long as there is no violation of federal or state law.

Do not use the company's IT resources and communications systems for any matter that you desire to be kept private or confidential from APAAC.

Personal Use of Social Media. Personal use of social media during working time is prohibited. When using social media for personal use, employees are expected to follow this policy, including the guidelines set forth below to provide a clear line between you as an individual and you as a Company employee.

- Express only your personal opinions. If you decide to post regarding the APAAC or its services, you must inform your readers that you are an employee of APAAC. However, you must make it clear that the views you express are yours alone and that they do not reflect the views of the organization. Only employees who have received prior permission to do so may post content on social media on behalf of APAAC. To help reduce the potential for confusion, you must include the following notice in a reasonably prominent place on a blog or website, or in the profile portion of any other Social Media account: *The views expressed here are mine alone and do not necessarily reflect the views of my employer.*
- Do not create a link from your blog, website, or other social networking site to APAAC's website without identifying yourself as a APAAC employee.
- Do not use APAAC email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media contacts: Employees may be approached for interviews or comments by the news media. Only contact people designated by the Executive Director may comment to news reporters on APAAC policy or events relevant to APAAC on behalf of the organization. (This policy does not limit an employee's right to discuss the terms and conditions of his/her employment, or to try and improve these conditions, as consistent with applicable law.)

Violations of Policy. Compliance of this policy is the responsibility of everyone. Employees who violate this policy may be subject to discipline up to and including termination. If you have questions or need further guidance, please contact the Executive Director.

Smoking (Policy 607)

Effective Date: July 2016

In keeping with APAAC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is also prohibited at the main entrance to the building. The building has signs designating smoking areas. This policy applies equally to all employees, members, and visitors.

Workplace Attire (Policy 608)

Effective Date: July 2016

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image APAAC presents to members and visitors. Employees represent APAAC and help form a community member's perception of APAAC. A solid, professional appearance helps provide members with confidence in APAAC and enhances our community image.

During business hours or when representing APAAC, employees shall present a clean, neat, and tasteful appearance. Employees shall be dressed and groomed according to the requirements of the position and accepted social standards. This is particularly true if an employee's job involves dealing with members or visitors in person.

If the Executive Director or her/his designee feels an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, the employee may not be compensated for the time away from work. Consult the Executive Director or her/his designee with questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Telephone Use (Policy 609)

Effective Date: July 2016

APAAC provides telephones capable of performing a variety of operations. While APAAC recognizes that at times it may be necessary for an employee to conduct personal business using the APAAC telephones, calls should be limited to important matters and should be kept as brief as possible. An employee is expected to reimburse APAAC for any personal long distance calls.

Personal Property (Policy 610)

Effective Date: July 2016

APAAC does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Use of Equipment (Policy 611)

Effective Date: July 2016

When using property and/or equipment, employees shall exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Promptly notify the Executive Director or her/his designee if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Direct any

specific questions regarding an employee's responsibility for maintenance and care of equipment used on the job to the Executive Director or her/his designee.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in corrective counseling, up to and including termination.

Safety (Policy 612)

Effective Date: July 2016

To assist in providing a safe and healthful work environment for employees, members, and visitors, APAAC has established a workplace safety program. Its success depends on the alertness and personal commitment of everyone. The following items are included in the program:

General Workplace Safety – Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Executive Director or her/his designee. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to corrective counseling, up to and including termination of employment.

Incident Reporting for Employee Work-related Injuries / Illnesses – In case of workplace accidents that result in injury or illness, regardless of how insignificant the injury or illness may appear, employees should immediately notify the Executive Director or her/his designee. Reports will be prepared, as required, to comply with OSHA regulations and initiate insurance and workers' compensation benefits procedures.

Incident Reporting for Community Member On-site Injuries / Illnesses – In the event a community member is injured or becomes ill on-site, notification to appropriate insurance carrier will take place and reports prepared, as required.

Workplace Violence – APAAC is committed to preventing workplace violence and to maintaining a safe work environment. APAAC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

APAAC will not tolerate conduct that threatens, intimidates, or coerces another employee, a community member, or the public at any time, including off-duty periods. This prohibition includes all acts of harassment, including

harassment that is based on an individual's gender, race, age, religion, disability, national origin, veteran status, genetic information, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported immediately to the Executive Director or her/his designee or any member of management. This includes threats by employees, threats by Council members, vendors, or the members of the public, and restraining orders that apply to persons who have business with or are associated with an APAAC employee. When reporting a threat of violence, an employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Executive Director or her/his designee. Do not place yourself in danger. If an employee sees or hears a commotion or disturbance near their work area, the employee should not try to intercede or see what is happening.

Management will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. APAAC will use reasonable efforts to protect the identity of the individual making a report. In order to maintain workplace safety and the integrity of the investigation, it may be necessary to suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to corrective counseling, up to and including termination of employment.

APAAC encourages employees to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. APAAC is eager to assist in the resolution of employee disputes and will not counsel employees for raising such concerns.

Visitors in the Workplace – Only authorized visitors are allowed in the workplace. All visitors enter through the front lobby. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Security Inspections – APAAC may provide employees with desks and other storage devices for business use, but all such items remain the sole property of APAAC. Accordingly, any agent or representative of APAAC can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

Safety Communication – APAAC will share information with employees about workplace safety and health issues through regular internal communication channels, such as meetings, memos, or other written communications. Employees will receive periodic workplace safety training.

Employees who violate this policy may be subject to corrective counseling, up to and including employment termination.

Workplace Monitoring (Policy 613)

Effective Date: July 2016

APAAC does not practice or permit the practice of audio or videotaping of conversations, meetings, or any other form of communication unless discussed with the client. Although this is the policy of APAAC, be aware that whoever you call or calls you (i.e., general public, attorney, etc.), still may be recording your conversation. Compliance with this policy is the responsibility of all parties.